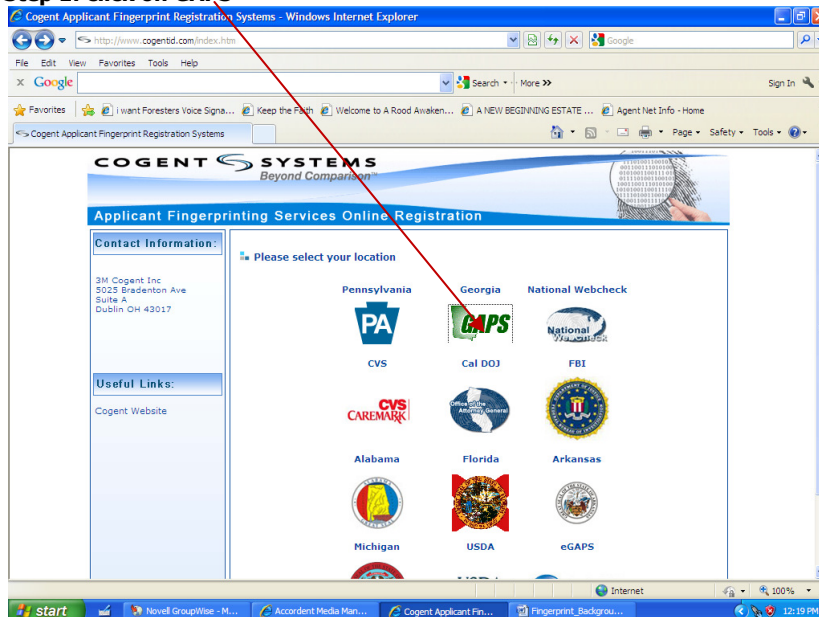


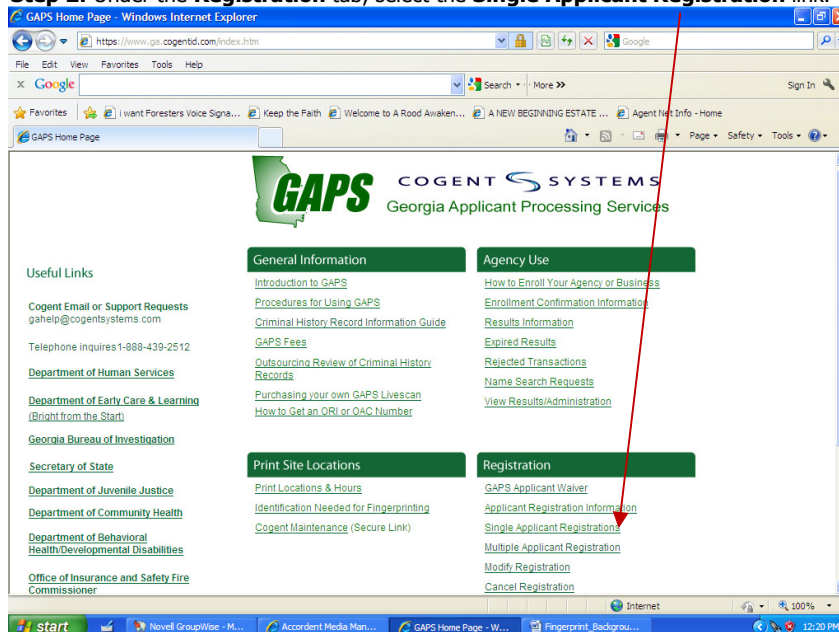
# Fingerprint Background Check instructions

As of January 3rd, 2012 fingerprint background checks for new applicants are required. You can obtain your background check by login to [www.cogentid.com](http://www.cogentid.com)

## Step 1: click on GAPS



## Step 2: Under the Registration tab, select the Single Applicant Registration link.



### Step 3: Fill out the Applicant Registration Form

**GAPS** COGENT SYSTEMS Georgia Applicant Processing Services

**Applicant Registration**

**Step 1 - Please Enter Your Information**

**Personal Information**

Last Name \*  
First Name \*  
Middle Name  
Suffix  
Date of Birth \* (MMDDYYYY)  
Place of Birth \*  
SSN (no dashes) \*  
Re-enter SSN  
Sex \*  
Race \*  
Eye Color \*  
Hair Color \*

Note: Do not enter "NA", "N/A" or "NMIN". Leave it blank if not applicable.

Note: If you leave SSN blank you must use your Registration ID at the Fingerprinting Site.

Below is the information you will need when completing the **APPLICANT REGISTRATION** screen.

**\*\*\* Select Emergency Medical Services Personnel as the reason.**  
**Leave blank (Does another agency make the fitness determination?)**

**ORI or OAC Number**

**ORI/OAC:** **GA922993Z**

**Agency Verification Code (AVC):**

**Verification Code:** **GAEMS**

**GAPS** COGENT SYSTEMS Georgia Applicant Processing Services

**Applicant Registration**

**Step 2 - Please Enter Your Information**

Country of Citizenship  
Driver's License No.  
Driver's License State  
Address  
City  
State  
Zip  
Phone #  
Email  
Transaction Information

Reason \*  
Payment \*  
ORI/OAC \*  
Verification Code \*  
Does another agency make the fitness determination?

Note: Highlighted fields are required and marked with a \*.